

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

March 16, 1999

FROM: **RAYMOND B. WINGERD**, Chief Probation Officer
 Probation Department

SUBJECT: APPROVE CONTRACT BETWEEN PROBATION DEPARTMENT AND HUNTINGTON
 TRANSCRIPTION SERVICES FOR SUPPLEMENTAL STENOGRAPHIC SERVICES

RECOMMENDATION: Approve contract between Probation Department and Huntington Transcription Services for stenography services for a one year period at a rate of \$.165 per line for routine reports and \$.22 per line for priority reports.

BACKGROUND INFORMATION: On July 21, 1998, the Probation Department received authorization from the Board of Supervisors to solicit proposals for stenographic services to supplement existing County resources for preparing juvenile and adult court reports. Three proposals were received, reviewed and ranked. On November 3, 1998, the Board of Supervisors approved a contract for stenography services between the Probation Department and Safety Data Services, Inc., the top ranked competitor. On November 11, 1998, Safety Data Services notified the Department that they were going out of business.

The Probation Department contacted the second ranked competitor, Huntington Transcription Services and negotiated transcription services for a trial period under a purchase order. This trial period has proved satisfactory. The Probation Department has negotiated a new contract with Huntington Transcription Services, identical to the first contract with Safety Data, Inc. except for a slightly higher per line rate for routine reports. However, the higher rate includes all necessary corrections, potentially resulting in a net savings over the Safety Data contract. The new contract is for one year, renewable for three consecutive years.

REVIEW BY OTHERS: This item has been reviewed by the County Administrative Office (Art Gomez), and County Counsel (Michael Sachs)

FINANCIAL IMPACT: It is anticipated that the annual cost of this contract will be \$120,000. Funding for this contract is included in the Probation's Fiscal Year 1998/1999 Budget.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Raymond B. Wingerd, Chief Probation Officer